

## **Samuels Library Discrimination and Harassment Policy**

It is the policy of the Samuels Public Library to provide and maintain a work place environment free from discrimination based on sex, race, color, religion, national origin, age, disability and any other class protected by law. Harassment based on these characteristics is a form of unlawful discrimination when submission to or rejection of this conduct affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Harassment based on sex is defined as unwelcome sexual advances and other offensive verbal or physical conduct of a sexual nature. Other unlawful harassment is defined as verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of race, color, religion, national origin, age, disability, or other class protected by law.

Harassment in any form is prohibited and will not be tolerated. Employees or volunteers who engage in unlawful harassment are subject to discipline up to and including discharge.

Employees or other persons who believe they have been subjected to unlawful harassment by an employee or volunteer have the right to file a written complaint with the library director. The library director will conduct a prompt investigation of the allegations, document the findings, and provide a report to the Board in a timely fashion. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of all parties.

The director will inform the Board when it is determined that a violation of this policy occurred. The library director will take the appropriate action when it is determined a violation of this policy occurred. Discipline will be based on this policy, the facts and circumstances of each case. The director will maintain a file including: written complaint, investigation report and disciplinary action taken if any.

If the library director determines an employee made an intentionally dishonest or malicious complaint, disciplinary action will be taken against the complainant. Any employee who knowingly assisted the complainant will also be disciplined.

The library prohibits any form of retaliation against an employee who files a legitimate unlawful harassment complaint or assists in the investigation of a complaint.

In the event the director is the subject of a written complaint, the President of the Board of Trustees will assume the disciplinary responsibilities set forth here.

The library director is responsible for the administration of this policy.

Adopted by the Board of Trustees Jan 14, 2013

Note: Concerns regarding harassing patron behavior will be covered in the Rules of Conduct policy, See Board of Trustees manual at Safety/Security tab